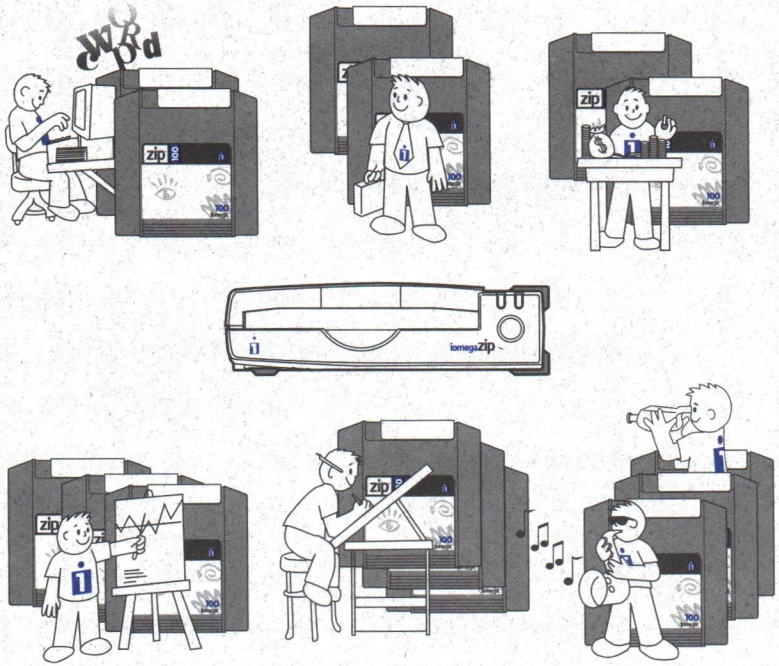
iomega

zip™ drive 100 SCSI

User's Guide

- *Getting the Most out of Your Zip Drive*
- *How to Use Your Zip Drive*
- *Zip Tools™ Software / Zip Disks*
- *SCSI Guidelines*
- *Troubleshooting*

Getting the Most out of Your Zip Drive



A tremendous value ...

Your Zip drive gives you unlimited, high capacity, high performance storage. It's like having a hard disk upgrade, mobile storage, and a backup drive all in one affordable and easy solution. With your Zip drive you can:

Expand your computer storage – 100MB at a time ... **Move** your work to different locations and computers ... **Back up** your hard disk or any other disk drive on your system quickly and easily ... **Create** a multimedia library ... **Store** large scanned or downloaded files ... **Organize** large amounts of information ... **Take** work home or on the road ... **Design** and demo multimedia presentations ... **Use** one disk per account, project, or client ... **Protect** sensitive information ... **Archive** old files and e-mail messages ... **Share** large files with co-workers, clients, friends, and service bureaus ... **Keep** financial and business records safe and secure ... **Give** your kids disks for school work and other stuff ... **Save** absolutely anything you don't want to throw away ... **Collect** stuff from on-line services without filling up your hard drive ... **Store** and run all your games ...

Expand Your Hard Disk (hard disk upgrade alternative)

Are you constantly running out of hard disk space? Your Zip drive and disks give you unlimited storage for all your information. By placing files on Zip disks, you have ready access to them without filling up your hard disk. Zip Tools software will help you find any files you need, and Zip drive's hard-disk-like performance will let you access information quickly.

Move Information

Do you need to move information between different work locations? Between home and work? To and from clients? Your Zip drive and disks offer complete mobility. Zip disks fit in a shirt pocket; your Zip drive is easy to carry and quick to set up. The Guest program allows you to use your Zip drive temporarily almost anywhere.

Back Up Your Hard Disk

Your Zip drive makes backups fast and simple. Use the backup software included with your Zip Tools software, or just copy critical files to a Zip disk. Enjoy the peace of mind that comes from knowing your important stuff is safe.

Create a Multimedia Library - Images, Sounds, and Video

Because of their high capacity, removability, and random access, Zip disks are ideal for storage-hungry image, sound, and video files. Clips can come from a variety of sources, including scanners, CD-ROM's, and video input devices. You can create and store multimedia presentations and demonstrations, including video, that you can replay directly from the Zip disk.

Archive Your Important Records

Do you need to keep files for a number of years? Archive your valuable files on a Zip disk and store them in a safe place. Whenever you need them, you can access them quickly.

Get Organized

If you work on lots of different projects or with many different clients, try segmenting your work onto different disks. You can organize your information by project, client, date, or whatever. Zip disks give you the capacity to get all associated files onto a single disk. Then, switching between projects and customers is as simple as inserting another Zip disk.

Secure Sensitive Files

To keep sensitive or confidential information safe, store it on a Zip disk and use your Zip Tools software to assign a password that must be used in order to read from or write to the disk.

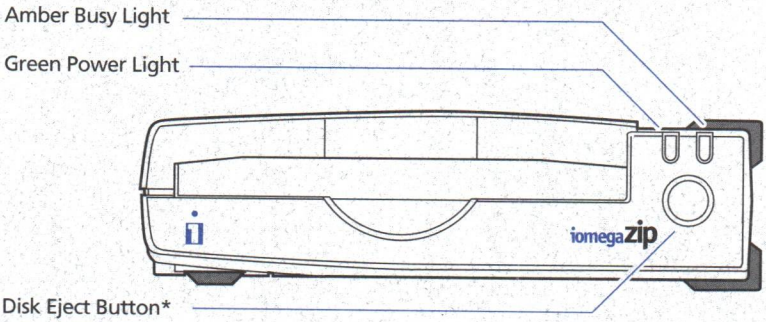
More Ideas ...

Check the **Zip Tips** file included with your Zip Tools software for more ideas to help you get the most out of your Zip drive and disks.

Open up for more information ...

How to Use Your Zip Drive

Use your Zip drive just like any other drive on your system. To access the Zip drive, insert a disk and select the Zip drive letter (Windows/DOS) or the Zip disk icon (Macintosh). Store and copy files to and from the Zip drive using the same methods you use for other drives on your system.



* The disk eject button is disabled during normal operation on the Macintosh.

When your Zip drive is not in use, remove the Zip disk from the drive and store it in the protective case.

- To eject the disk on Windows/DOS systems, push the eject button.
- To eject the disk on Macintosh systems, drag the disk icon to the Trash icon.

WARNING *Do not use ordinary 3.5 inch floppy head cleaning diskettes or data diskettes. They will damage your Zip drive.* ■

Zip Power

The Zip drive has an automatic sleep mode designed to reduce power consumption and prolong the life of Zip disks. Sleep mode automatically spins down a disk after 15 minutes of inactivity. During sleep mode, the green power light remains on, and the disk automatically spins up again when accessed. You can change the sleep mode time using your Zip Tools software.

When you shut down your system, you may want to disconnect power to the Zip drive; however, it will not harm the drive to leave it powered up. Disconnecting the power supply from the drive is generally the easiest way to power down. If you disconnect power from the drive but leave the power supply plugged in, the power draw is less than 2 watts (less than half the power needed for a night light).

Disk Eject in Case of Power Loss

The Zip drive must be powered on for normal disk insertion and removal. If you need to eject a disk during a power failure, disconnect the power supply from the Zip drive and push a straightened paper clip into the

emergency disk eject hole on the back of the drive (see illustration).

CAUTION *Never force a disk into or out of the Zip drive.* ■

Non-Iomega SCSI Adapters

Your Zip drive is a high performance drive that will work with any SCSI adapter that has a compatible ASPI manager for Windows/DOS or 32-bit miniport driver for Windows 95. (If you are not sure that your adapter is 100% compatible, contact the dealer where you purchased the adapter or the adapter manufacturer.) Before installing the Zip drive, make sure the necessary software for the adapter is correctly installed on your system. To take advantage of all the features of your Zip drive, either install Zip Tools or always use the Guest program when operating the drive. Refer to MANUAL.EXE on the "Install" floppy for Windows/DOS for additional information on non-Iomega SCSI adapters.

Zip Tools Software

The Zip "tools" disk contains a complete package of software tools designed to help you take advantage of all the features of your Zip drive. Follow the instructions in the Installation Guide to install the Tools software package needed on your system. **For information on using the software, refer to the help files installed on your hard disk in the Iomega Zip Tools folder.**

Guest™

The Guest program is a portable driver that lets you easily move your Zip drive from one computer to another (Windows 95, Windows/DOS, and Mac™OS systems). When you run Guest, you can use your Zip drive without having to permanently install the driver or Zip Tools software.

There are versions of Guest for Windows 95, Windows/DOS, and Macintosh. All versions of Guest can be conveniently loaded from a floppy disk. For detailed instructions on using Guest, refer to "Help for Guest95" or GUESTHLP.TXT on the Install diskette for Windows/DOS, or to the Guest Help file installed on Mac™OS systems.

Zip "tools" Disk

The Zip "tools" disk that came with your drive is a special dual-format disk which cannot be used for data storage until the format is set to either PC or Macintosh by installing the Zip tools software package or by running the Reclaim utility. After the first installation, the "tools" disk can be used to install or reinstall Zip tools software only on the same system type (Macintosh or Windows/DOS) as the initial installation. If you want to install Zip tools on the other system type, you will need to purchase a second Zip tools disk. Additional blank disks for your Zip drive are available preformatted for Macintosh or for Windows/DOS.

Avoid deleting the installation files for your system in case you need to reinstall your software.

Read/Write Protecting Zip Disks

Your Zip Tools software includes a special read/write protect feature that allows you to:

- Write Protect a disk through software instead of with a mechanical write protect switch.
- Write Protect a disk and assign a password that must be used to remove the write protect.
- Read Protect a disk so that it cannot be read from, or written to, unless the user enters the password you assign.

For information on using read/write protect, refer to Zip Tools Help.

SCSI Guidelines

The Small Computer System Interface (SCSI) is an industry standard for connecting peripherals to most personal computers. SCSI rules define how to connect more than one SCSI device to the same SCSI connection (either built-in or from a SCSI host adapter).

SCSI "Chain"

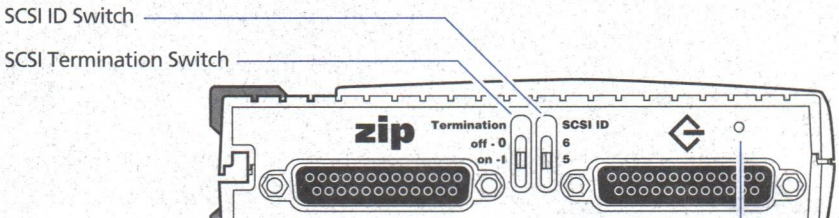
A SCSI chain is a series of SCSI devices cabled one to another on a single SCSI connection. You can add your Zip drive to a SCSI chain.

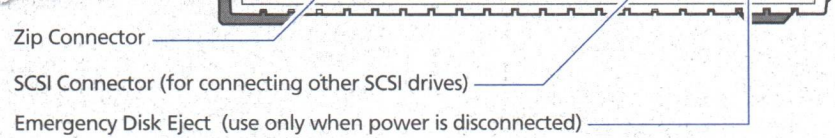
For any SCSI chain, the combined chain length (the total of all cables in the SCSI chain) should not exceed 6 meters (19.6 feet). The fastest device (comparing data transfer rates) should be last (farthest from the computer) in the chain.

SCSI ID

SCSI ID is an address number (0 through 7) that is assigned to each SCSI device. In a SCSI chain, each device in the chain must have a different SCSI ID number. The Zip drive is set at the factory to SCSI ID 5. You can change the setting to 6 by moving the SCSI ID switch on the back of the drive to the up position.

If you need to change the SCSI ID on your Zip drive, disconnect the power supply from the Zip drive, switch the SCSI ID, reconnect the Zip power supply, and restart or reboot the computer.




Zip Connector
SCSI Connector (for connecting other SCSI drives)
Emergency Disk Eject (use only when power is disconnected)

SCSI Termination

If your Zip drive is the only or last drive on the SCSI connection, the termination switch should be in the down position (ON). If your Zip drive is in the middle of the SCSI chain, turn off termination by moving the SCSI termination switch on the back of the drive to the up position (OFF). Always make sure termination is supplied at both ends of the SCSI chain, and that termination is OFF (or removed) for all devices in the middle of the chain.

Troubleshooting

If you encounter a problem while installing or using your Zip drive, check this section for help.

CAUTION *To prevent damage to computer equipment, turn off electrical power before connecting or disconnecting any cables.* ■

1 **Green power light does not come on, or Zip disk cannot be inserted.**

Make sure you are using an Iomega Zip power supply and that it is connected to the Zip drive as shown in the installation guide. Make sure the power supply is plugged into a working power outlet.

2 **Computer does not start up properly after the Zip drive is installed.**

Disconnect the Zip drive from the computer and restart. Refer to **MANUAL.EXE** on the Install diskette for problem solving information for Windows 95 and Windows/DOS systems. For other systems, refer to the support information on the back cover of the *Zip Installation Guide.*

3 **The Iomega software cannot find the Zip drive, or the Zip drive is not assigned a drive letter.**

(a) Make sure the external power supply is connected to the Zip drive and plugged in before you boot or start the computer. (The green power light on the drive should be ON.) Try disconnecting the power cable from the Zip drive and then reconnecting it.

(b) Make sure the data cable for the Zip drive is connected as shown in the installation guide, and that the cable connections are straight and secure. Tighten all connector screws firmly and evenly, both on the connection to the Zip drive and to the computer.

(c) Make sure the Zip drive is connected to a SCSI connection on the computer. (On a Macintosh, use the built-in SCSI connection. On a PC, use a host adapter installed inside the computer.) This model of the Zip drive will not work if it is connected to a parallel (printer) port.

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(d) If you have connected other SCSI devices to your Zip drive, make sure that each one has a different SCSI ID number (no duplicates). If you need to change a SCSI ID setting, turn the computer off and power down all devices, change the conflicting SCSI ID, and power up again.

(e) Make sure the SCSI chain is properly terminated at each end and that termination is OFF (or removed) for other devices in the chain. (See the "SCSI Termination" section for more information.)

(f) If your Zip drive is connected to a SCSI host adapter, make sure the adapter is correctly installed in the computer. Refer to the documentation that came with the adapter.

(g) Reinstall your Tools software package.

(h) If the computer still doesn't recognize the Zip drive, refer to the support information on the back cover of the *Zip Installation Guide.*

4 **Data transfer problems or drive operation is erratic.**

(a) Make sure the Zip cable is correctly and completely connected to both the Zip drive and the computer. (Tighten all connector screws.)

(b) Check termination on the SCSI chain. (See the "SCSI Termination" section inside this guide.

(c) If an internal device is connected to the same adapter as the Zip drive, remove the SCSI terminators from the adapter. Refer to the documentation that came with the adapter.

5 **Cannot write files to the Zip "tools" disk.**

If you are using the Zip drive on a Macintosh or a PC using Windows/DOS, Windows 95, or Windows NT, you must either install Tools software on your system or run the Reclaim utility on the "tools" disk. (For more information for Windows/DOS or Windows 95 systems, refer to **MANUAL.EXE** on the Install diskette.) If you are using the Zip drive on a SCSI system where Tools software is not available (such as UNIX), you must perform a low-level (surface verify) format on the "tools" disk. (SCSI command 04h)

More Problem Solving Help

For additional help on software installation problems under Windows 95, Windows 3.1, or DOS, refer to **MANUAL.EXE** on the Windows/DOS Install diskette. If you need further assistance, refer to the support information on the back cover of the *Zip Installation Guide.*

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EN124907

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